



RICK SNYDER
GOVERNOR

State of Michigan
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



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DIRECTOR

May 2, 2012

CHILD CARE ORGANIZATION LETTER 2012-01

To: Administrators, Directors, Program Directors, Licensee Designees for Child Placing Agencies, Child Caring Institutions and Camp Organizations

From: James B. Gale, Director
Bureau of Children and Adult Licensing

Subject: Fingerprinting of Administrators, Directors, Program Directors and Licensee Designees as required by Adam Walsh Legislation.

Fingerprinting Process

This letter provides information regarding statutorily required fingerprinting of all Administrators, Directors, Program Directors and Licensee Designees for CPA, CCI and Camp organizations monitored by the Bureau of Children and Adult Licensing.

Please be aware that the cost of fingerprinting is the responsibility of the agency. Previous fingerprints may not be used.

All administrators must be fingerprinted using the Live Scan process as noted below before September 30, 2012.

The "Licensing Record Clearance Request", Form BCAL-1326, is available in the Forms section on the Michigan DHS Licensing Website designated for your organization type.

In the upper right hand part of the form you must select "CCI/CPA/Camp-Agency ID: 88695H-Fee".

Select the corresponding License/Application Type for your organization, followed by the position for the person being fingerprinted.

Please make sure the form is completed correctly and legibly. In the "return to" box on the form, enter the name of your assigned licensing consultant.

You may select a fingerprint vendor from the following link for private Live Scan vendors found on the Michigan State Police website: http://www.michigan.gov/msp/0,1607,7-123-1589_1878_8311-237662--,00.html

After being fingerprinted, make sure the TCN number is recorded in the upper right hand corner of the BCAL 1326. The agency is to submit the form to BCAL central office at 7109 W. Saginaw Highway, 2nd Floor, PO Box 30650, Lansing, MI 48909, Attention Carol Shuck.

Fingerprinting of all Administrators, Directors, Program Directors and Licensee Designees for CPA, CCI and Camp organizations is required by Act 116, 722.115c, Sec 5c.

Attachments
BCAL 1326